

# CHIEF ACADEMIC OFFICER

Lowell Public Schools  
Lowell, Massachusetts

## Job Details

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- **Job ID:**
- **Application Deadline:**
- **Posted :**
- **Starting Date:**

## Job Description

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### ABOUT LOWELL PUBLIC SCHOOLS:

The Lowell Public Schools (LPS) is one of the largest districts in Massachusetts, currently enrolling more than 14,150 students in grades PreK-12. LPS has a dedicated school community committed to serving our students and families. The Lowell Public School System provides an inspiring, engaging and empowering education by creating the "Pillars of Urban Excellence" to support and drive its vision:

- The Limitless Potential of all Teachers and Students
- School Cultures that are Welcoming, Respectful, Safe, and Healthy
- Collaborative, Professional Growth of Educators Throughout their Careers
- Partnerships with Schools, Families, and the Community
- Equity and Transparency in all our Actions and Interactions

Our school traditions and activities are enjoyed not only by our students, but by the community as well. Our students enjoy: Field Trips, Celebrations, Student Assemblies, Science Fair, Reading and Writing Events, Family Nights, Special Recognition Events, Civic and Social Justice Activities, Knowledge Bowl, Athletic Activities, Extended Day Programs and more. We provide many parent/guardian engagement activities and meetings. We encourage parents/guardians to participate.

### Overview:

#### JOB GOAL

The Chief Academic Officer (CAO) is a member of the Superintendent's Executive Cabinet and works within the Office of Teaching and Learning. The CAO has responsibility for overseeing the Special Education Department, Fine Arts Department, IT Department, Early Childhood Programs, and Athletic Department. The CAO is the primary rating officer for the administrators of those programs and also provides leadership and oversight to guidance counselors and social workers throughout the District.

## PERFORMANCE RESPONSIBILITIES

### **Role as a Member of the Superintendent's Executive Cabinet:**

Keeps the Superintendent informed on issues, needs and the operation of the CAO's areas of responsibility.

Offers professional advice to the Superintendent on items requiring action with appropriate recommendations based on thorough study and analysis.

Interprets, supports and carries out the intent of all Lowell School Committee policies and procedures.

### **Specific Programmatic Responsibilities:**

Leads the school system's Curriculum Department.

Oversees the school system's Special Education Department.

Oversees the school system's Athletic Department.

Oversees the school system's IT Department.

Oversees the school system's Early Childhood program.

Oversees the school system's Fine Arts Department.

Coordinates all centralized professional development for curriculum staff, guidance counselors and social workers.

Directs the administration and coordination of the district's educational programs.

Provides staff leadership to ensure an understanding of the educational objectives of the district.

Guides development, implementation and evaluation of the curriculum and instructional services.

Works with principals and teacher committees in organizing and coordinating grade level and department meetings in order to effect horizontal and vertical continuity and articulation of the instructional program throughout the district.

Interprets the present curriculum and proposed curriculum changes to the board, the administration, the staff and the general public.

Coordinates activities of district curriculum and textbook selection committees.

Directs creation of and edits for publication all curriculum grades and materials prepared by and to be distributed among the instructional staff.

Determines the types of programs needed by the schools and makes appropriate recommendations.

Guides development, implementation, and evaluation of preservice and in-service educational activities and training programs for professional personnel.

Plays a significant leadership role in fostering professional growth and building staff morale throughout the district.

Conducts and coordinates district-wide research and testing for measuring the effectiveness of the total educational program.

Keeps informed on the latest research and testing for measuring the effectiveness of the total educational program.

Keeps informed on the latest research, trends, and developments in all areas of education and interprets these matters for staff as necessary.

Inaugurates studies and research in the areas of enrollment growth, staffing needs and building needs.

Reports on the status, requirements and needs of district programs and services at the request of the Superintendent.

Assists in the development of district policies and administrative rules.

Responsible for selected federal and state funded projects under the sponsorship of the Lowell School System.

Fully responsible for student assessment, School Improvement Plan initiatives and accountability procedures dealing with school performance ratings as prescribed by the Massachusetts Department of Education.

Holds regular meetings with directors, supervisors, and other curriculum support personnel.

### **Other Responsibilities:**

Works with school-based and district-wide teams.

Identifies and report of trends, needs and 'best practices' in teaching and learning.

Attends meetings of the superintendent's staff and serves to improve communication, cooperation and planning.

Attends Lowell School Committee meetings and prepares such reports for the School Committee as the Superintendent may request.

Assists in the preparation of the annual budget and recommends prudent management decisions concerning budget modification.

Acts for the Superintendent of Schools when so directed by the Superintendent.

Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

- **Position Type:** Full-time
  - **Positions Available:** 1
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- Job Category : Online > Online

## Equal Opportunity Employer

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Lowell Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

## Job Requirements

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- **Qualification:**  
The successful applicant for this position must possess:
  1. A master's degree or higher from an accredited college or university.
  2. Licensure valid for services as a Superintendent in the Commonwealth of Massachusetts, or eligible for licensure as a Superintendent in the Commonwealth of Massachusetts.
  3. At least 10 years in education, including successful teaching experience and experience as a school principal.
  4. Highly developed interpersonal and organizational skills.
  5. Demonstrated success in the design, implementation and assessment of school-based programs in a highly diverse urban environment.
- Posting will remain open until filled. Start date is negotiable.
- At least 10 years of relevant experience preferred
- Master degree preferred
- Citizenship, residency or work visa required



Previous Job

LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS

ASSISTANT SUPERINTENDENT  
FOR CURRICULUM, INSTRUCTION & ASSESSMENT

**JOB GOAL**

To assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services to ensure that each student is provided with the richest educational experience the district can provide.

**PERFORMANCE RESPONSIBILITIES:**

1. Directs the administration and coordination of the district's educational programs.
2. Provides staff leadership to ensure an understanding of the educational objectives of the district.
3. Guides development, implementation and evaluation of curriculum and instructional services.
4. Works with principals and teacher committees in organizing and coordinating grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program throughout the district.
5. Interprets the present curriculum and proposed curriculum changes to the board, the administration, the staff and the general public.
6. Coordinates activities of district curriculum and textbook selection committees.
7. Directs creation of and edits for publication all curriculum grades and materials prepared by and to be distributed among the instructional staff.
8. Determines the types of programs needed by the schools and makes appropriate recommendations.
9. Guides development, implementation, and evaluation of preservice and inservice educational activities and training programs for professional personnel.
10. Plays a significant leadership role in fostering professional growth and building staff morale throughout the district.
11. Conducts and coordinates district-wide research and testing for measuring the effectiveness of the total educational program.
12. Keeps informed on the latest research, trends and developments in all areas of education and interprets these matters for staff as necessary.
13. Inaugurates studies and research in the areas of enrollment growth, staffing needs and building needs.
14. Assists in the preparation of the budget.
15. Reports on the status, requirements and needs of district programs and services at the request of the Superintendent.
16. Attends board meetings and prepares such reports for the board as the Superintendent may request.
17. Assists in the development of district policies and administrative rules.
18. Responsible for selected federal and state funded projects under the sponsorship of the Lowell School System.

19. Devises ways and means to evaluate, in cooperation with building administrators, the efficacy of all projects and makes recommendations to the Superintendent as a result of these evaluations.
20. Keeps the Superintendent informed of all possible funds available to the school system under the various state and federal programs, and in what manner these funds can be used in the school system.
21. Analyzes and interprets federal and state administrative guidelines, statutes, regulations, and directives.
22. Fully responsible for student assessment (based on Common Core of Learning and Curriculum Frameworks ), School Improvement Plan initiatives and accountability procedures dealing with school performance ratings as prescribed by the Massachusetts Department Of Education.
23. Holds regular meetings with directors, supervisors, and other curriculum support personnel.
24. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.